

## Job Opportunity Bulletin Staff Services Analyst (Multiple Positions Available)



<b>Tenure/Timebase:</b>	Permanent/Full Time
<b>Work Hours:</b>	Between core hours of 8:00 am – 5:00 pm
<b>Office/Location:</b>	Commission on Teacher Credentialing Certification, Assignment & Waivers Division 1900 Capitol Avenue Sacramento, CA 95811-4213
<b>Salary:</b>	\$2817 - \$4446/month
<b>Final Filing Date:</b>	March 12, 2008 or until filled
<b>Contact:</b>	Raquel Rodriguez, (916) 323-7157

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency whose purpose is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. CTC is conveniently located near many restaurants, shops, public transportation, and affordable parking options.

### DUTIES:

Under the direction of the Staff Services Manager I in the Certification, Assignments and Waivers Division, the Staff Services Analyst (SSA) regularly performs the following duties:

- Review, analyze, evaluate and either grant or reject all applications for public school credentials and permits, including first time appeals (RGA 7 and 10). The majority of which are the most difficult applications.
- Answer credentialing questions from county offices of education, public school districts, colleges and universities and the public. Research the answer by reviewing the Education Code and Title 5 Regulations in addition to internal resources.
- Respond to the most complex credential questions via e-mail and written correspondence. Prepare and/or write a variety of documents including coded correspondence, credential information alerts, and reports.
- Review and provide input on unit procedures; and develop production enhancements for the Credential Automation System Enterprise as a result of implementation plans and/or work processes.
- In a team or individually, assist in developing/maintaining internal training-related materials/references and conduct training sessions scheduled for staff and stakeholders, workshops and conferences.
- Analyze and make recommendations to revise materials, department publications, leaflets, case notes, etc. necessary for incorporation into training classes to ensure that participants have a good understanding of these tools, resources, processes and procedures.
- Attend training meetings and provide input to Staff Services Manager I on staff/trainees regarding training quality, participation and ability.

### DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Excellent interpersonal, organizational, analytical, research, and communication skills (both oral and written)
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to work independently with minimal supervision and in a team environment

**CONDITIONS OF EMPLOYMENT:** Fingerprint Clearance is required.

### WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the above classification. **Individuals who have passed the SSA Transfer Examination at any Department may also apply.** The appointment is subject to the State Restriction of Appointment (SROA).

### IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attention: Raquel Rodriguez. **All applications must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and include RPA No. 08-113.** The applications will be screened and only the most qualified applicants will be invited for an interview.

*The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.*